



**UNITED STATES MARINE CORPS
MARINE AVIATION TRAINING SUPPORT GROUP-23
NAVAL AIR STATION LEMOORE
LEMOORE, CALIFORNIA 93246-5010**

IN REPLY REFER TO
5040
S-1
11 Feb 02

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST WITH A REPRESENTATIVE OF THE COMMAND INSPECTOR,
MARINE CORPS COMBAT DEVELOPMENT COMMAND, QUANTICO

Ref: (a) MCO 1700.23E
(b) GruO 1700.1D

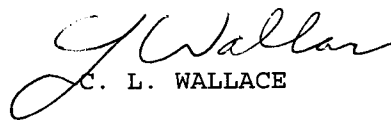
1. Purpose. To afford every Marine the opportunity to Request Mast with a representative of the Inspector General of the Marine Corps (IGMC) at Request Mast.

2. Information. Per the provisions of references (a) and (b), Marine of Marine Aviation Training Support Group-23 are afforded the opportunity to Request Mast with a representative of the Marine Corps Inspector General during the Inspection General of the Marine Corps Inspection. Any Marine who, in good faith, wishes to Request Mast may do so without fear of reprisal or prejudice to their interests. Request Mast is to be held at 1500 on 13 February 2002 at MATSG-23 S-1, Building 700.

3. Action.

a. Staff/Section Officers in Charge. Ensure all Marines are notified of, and afforded the opportunity to, Request Mast to the Command Inspector representative, as appropriate. Refer all Marines who Request Mast to the Commanding Officer for appropriate disposition.

b. Adjutant. Ensure procedures contained in references (a) through (c) are strictly adhered to.


C. L. WALLACE

DISTRIBUTION: A

Copy to:
Command Inspector (B 051)



ORIGINAL
UNITED STATES MARINE CORPS
MARINE AVIATION TRAINING SUPPORT GROUP
ORDERS
LEMOORE, CALIFORNIA 94041

IN REPLY REFER TO

GruO 1700.1D

ADMIN

14 Oct 99

GROUP ORDER 1700.1D

From: Commanding Officer

To: Distribution List

Subj: REQUEST MAST

Ref: (a) U.S. Navy Regulations, 1973

(b) MCO 1700.23E

Encl: (1) Chain of Command

(2) Command Request Mast Program

(3) Procedure and Information for the Conduct of Request Mast by the Inspector General of the Marine Corps

(4) Marine Corps Request Mast Application

1. Purpose. To issue Marine Aviation Training Support Group, (MATSG), NAS Lemoore request mast policy and procedures as required by the references.

2. Cancellation. GruO 1700.1C

3. Information

a. Request mast is the officially recognized means for a Marine to communicate with the commanding officer within enclosure (1). It includes both the right of the Marine to communicate with the commanding officer and the requirement that the latter personally consider the matter communicated and personally respond to the Marine requesting mast. On the one hand, it provides the individual Marine with an approved channel to air grievances to, or seek assistance from, those above the Marine's immediate superiors. On the other hand, it provides the commanding officer with first hand knowledge of the morale and general welfare of the command. In order to be effective, request mast must have the wholehearted support of those to whom the leadership of Marines is entrusted. The importance of maintaining the credibility and viability of the procedures set forth in this order cannot be overemphasized.

b. Enclosure (2) contains the MATSG Lemoore request mast program and detailed procedures for requesting mast and for processing such requests. Only those procedural exceptions provided for in this order are authorized. Any individual, including the Marine requesting mast, who impedes adherence to these procedures may be subject to disciplinary action.

c. Enclosure (3) contains procedures and information for the conduct of request mast by the Inspector General of the Marine Corps.

4. Policy. The Uniform Code of Military Justice (UCMJ) provides for the protection of the rights of a Marine at every stage of disciplinary action from investigation through final review or appeal. Those rights include the right of a Marine upon whom nonjudicial punishment has been imposed to appeal to the next superior officer in the chain of command, and in the case on one convicted by court-martial, the right to automatic review of the findings and sentence. Request mast is not intended as a means to collaterally attack the proceedings, punishment, or findings and sentence resulting from disciplinary action brought under the UCMJ. Therefore, a commanding officer may deny request mast which has as its subject such disciplinary action whether contemplated, pending, in progress, or final. The authority to deny request mast in such cases includes authority to refuse to further process the request mast. Whenever a commanding officer denies request mast under this authority, within a reasonable time a report of such action and the basis therefore, shall be forwarded via the chain of command, to the immediate commanding general.

5. Action

a. Commanding Officers will ensure:

(1) That a command request mast program be established and published to all Marines as provided for in enclosure (2).

(2) That statistical information concerning request mast by Marines under their command is submitted to MATSG for record purposes.

(3) That no action adverse or prejudicial to the interests of any Marine results from the Marine's exercise of the right to request mast.

b. The MATSG Adjutant will compile all statistical information for request mast cases. This information will be maintained for two (2) years.

c. The Sergeant Major will:

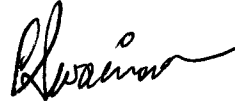
(1) Keep the Commanding Officer advised of any pending request mast.

(2) Coordinate and schedule request mast hearings with the commanding officer.

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(3) Supervise closely any actions that are pending regarding the satisfactory resolution of a request mast to ensure final conclusion.

(4) Maintain a file of resolved request mast records for a period of two (2) years from the date of action completed.



P. SWAINSON

By direction

DISTRIBUTION: A

CHAIN OF COMMAND

1. Marines assigned to commands which are tenants of and/or operationally under the control of other services shall request mast in the Marine Corps chain of command. If the request mast concerns matters which would be under the control of the other service command, it should be addressed to that commander in accordance with the other service's regulations.

2. Generally, the chain of command for request mast is identical to the chain of legal review for courts-martial and the immediate commanding general is normally the officer exercising general courts-martial authority over the Marine. Where the latter is not a Marine officer, the immediate commanding general in the chain of command will be the separation authority for administrative discharges subject to the following specific designations:

a. The Inspector General of the Marine Corps will identify, on a case by case basis, a general officer to conduct request mast for those Marines in attendance at or assigned to other service formal schools, or for any Marine who does not have a Marine commanding general in the chain of command and for whom no immediate commanding general has been designated in this enclosure.

b. The commanding general of a base or station may in accordance with paragraph 3, below, conduct request mast for Marines who are members of tenant commands for those which have as their subject matters involving his responsibilities, for example, housing, commissary, or other base or station activities or facilities.

3. Commanding generals may coordinate with one another to provide for the availability of another commanding general to conduct request mast whenever the circumstances required an exception to the provisions of this enclosure. Additionally, the authority to conduct request mast may be delegated to a deputy or assistant commander who is a general officer

COMMAND REQUEST MAST PROGRAM

1. Applications for request mast must be submitted in writing via the chain of command to the commanding officer with whom mast is requested. Individuals requesting mast should first notify their immediate NCOIC or supervisor that they desire to request mast. They are encouraged, but not required, to discuss the problem at that level on the possibility of solution.
2. Individuals requesting mast will report to their immediate NCOIC or supervisor to make arrangements to see the person with whom they desire to see at request mast. If the request is not of an emergency nature, they must complete the top half of a Request Mast Form (NAVMC 112956) requesting mast (see enclosure (4)). This Request Mast Form becomes the official record of the Request Mast. Emergency cases will be processed within 24 hours after submission of the request. However, no member of this command will be denied request mast due to administrative error or delay. Where necessary in an urgent case, a telephonic or hand written request may be submitted with a completed Request Mast Form forwarded subsequently.
3. The Sergeant Major will arrange with the Commanding Officer to have the request mast heard at the earliest possible time. Although a matter may be resolved at a lower level, the request mast record will still be forwarded to the Commanding Officer for review.
4. Marines assigned to VFA-125 and NAMTRAGRUDET shall appear before the Commanding Officer, Marine Aviation Training Support Group, for problems of an administrative nature after they have requested mast within their respective chain of command. Those Marines whose problem is of an operational nature, will follow their respective operational chain of command that exists within COMSTRIKEFLT WINGPAC and NAMTRAGRU. In all cases, MATSG will arrange for any request masts with the Commanding General.
5. The Sergeant Major will maintain and safeguard all request mast records after their resolution except those which the Commanding Officer determines would adversely affect the petitioner if seen by other members of this command. In the latter case, the Commanding Officer will maintain and safeguard the request mast record.
6. Marines requesting mast in good faith may do so without fear of prejudice to their interests.
7. Marines do not have to disclose the subject of the request mast to anyone in the chain of command except the commanding officer with whom the Marine wishes to request mast.
8. Request mast is the primary means for filing discrimination and sexual harassment complaints.

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9. Applications for request mast must be forwarded via the chain of command without delay. Request mast will be conducted expeditiously except in cases of operational necessity or urgent military requirement.

10. Request mast is not intended to be used for the purpose of harassment, avoiding duty or intentionally interfering with the commander's ability to carry out the functions and mission of the command.

11. The following procedures will be followed if the application for request mast is with the immediate commanding general:

(a) The Marine will prepare a complete written statement covering the reasons for request mast with any supporting documents concerning the request mast attached. The statement may also include a list of witnesses with the summary of the expected testimony of each witness. The statement must include a list of commanding officers in the chain of command with whom the Marine has requested mast and state the action taken by each.

(b) If the Marine has not revealed the subject of the request mast to the other commanding officers in the chain of command, the reasons must be explained. This statement must be delivered to the commanding general together with the application for request mast. The Marine may place a written statement in an envelope marked "To be opened by the Commanding General only."

12. All commanding officers in the chain of command must forward without delay the application for request mast to the commanding officer to whom it is addressed. Whenever practicable, there should be no more than 1 working day delay at any level.

13. All commanding officers in the chain of command must forward without delay a request mast application for the immediate commanding general together with any statement, confidential or otherwise, via the chain of command.

14. Follow-up actions to solve problems addressed at request mast will be given immediate attention. Marines in the chain of command will ensure that Marines who request mast are informed of the progress of action taken while problems are pending resolution.

15. Commanding Officer must ensure that the records, proceedings, and final dispositions of request mast cases are properly safeguarded to prevent such information from having a prejudicial effect on the Marine. Request mast records will be maintained separately from service records.

ENCLOSURE (2)

16. Marines will make a written statement in the request mast application or record indicating their degree of satisfaction with the action taken by the commanding officer conducting the request mast.

17. If an application for request mast with a higher commanding officer in the chain of command is resolved at a lower level, the Marine will make a statement in the record of request mast indicating satisfaction with the action taken and voluntary withdrawal of the application to the higher commanding officer. This statement will be witnessed.

18. Request mast must be conducted at the earliest reasonable time and not later than 72 hours after the initial submission of the application, whenever practicable. Additionally, commanding officers must hear emergency cases as soon as possible, normally within 24 hours of the time the application is initially submitted.

19. Marines confined in correctional facilities have the right to request mast. Applications for request mast marked "To be opened by the Commanding Officer/Commanding General only", will not be opened by correctional facilities personnel.

ENCLOSURE (2)

**PROCEDURES AND INFORMATION FOR THE CONDUCT OF REQUEST
MAST BY THE INSPECTOR GENERAL OF THE MARINE CORPS (IGMC)**

1. Representatives of the IGMC conduct request mast while on the inspection trips or investigation as agents of the Commandant of the Marine Corps.
2. In every case, the IGMC representative will make efforts to determine whether or not Marines being heard have attempted to exercise the right of request mast within the command. If not, the reasons should be explored.
3. The following information/instructions should be used by commands in preparation for an inspection or investigation conducted by the IGMC:
 - a. Request mast will be conducted for all Marines desiring it. All personnel who wish to appear at request mast with the IGMC representative must be afforded this opportunity subject to the limitations set forth in paragraph 5 of this order.
 - b. Efforts to solve problems should be made at the lowest level; however, during field visits by the IGMC, no special attempt should be made to solve a problem to the Marine's satisfaction solely for the purpose of avoiding request mast with the IGMC representative. No Marine will be required to explain the subject of a request mast prior to an audience with a representative of the IGMC.
 - c. It is understood that some Marines will bring up the same problem in different forums hoping for a favorable decision. The majority of such cases heard by the IGMC representative are returned to the commanding officer for a solution, with the IGMC being informed of the final disposition of each case.
 - d. The Request Mast Record will be prepared in duplicate by MATSG and provided to the Marine who has requested mast. The Marine may fill out parts B and C in private and then personally deliver the form to the representative of IGMC. The command will deliver the service record books and medical records, as appropriate, to the representative of IGMC at the time of the Marine's request mast. Request mast application which have as their subject disciplinary action under the UCMJ or involuntary administrative separation whether contemplated, pending, in progress, or final will not be considered by the IGMC representative.
 - e. The IGMC representative will be provided a private area in which to conduct request mast. A class "A" telephone and sufficient space to accommodate those Marines requesting mast will also be provided.
 - f. When the time and place to request mast with the IGMC representative have been determined, a command bulletin will be published containing the following information:
 - (1) The subject will be "Request Mast with a Representative of the Inspector General of the Marine Corps (IGMC)."

ENCLOSURE (3)

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(2) Every Marine will be afforded the opportunity to request mast with a representative of the IGMC.

(3) Date, time and location of request mast.

(4) Procedures to be followed.

(5) Marines who request mast in good faith may do so without fear of prejudice to their interests.

4. Following request mast, the Marine concerned should clearly understand the disposition or probable disposition of the case, whether resolved onsite by the IGMC, referred to the local commanding officer, or to be researched at Headquarters Marine Corps.

5. The original Request Mast Form (Enclosure (4)) will be retained by the Inspector General Division of Headquarters Marine Corps. A copy will be retained by MATSG. The form should be annotated to show what final action is taken in the case. Replies to request mast are handled by the applicable inspection team and are signed by the senior representative. The Marine will indicate on the Request Mast Form for degree of satisfaction with the action taken at request mast.

ENCLOSURE (3)